Section IV

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Step #	Recommended Actions
Step #1	 □ Maintain contact with informant(s) directly or know where they are. □ Fill in the First Notice Record Sheet, Form 1. □ Identify the Incident Commander and notify all personnel. □ Define the Operational Period Schedule, record start/finish times on Form 7. □ Identify the IPP, mark it on the map and protect it. □ Locate, interview people who might know the person(s) and what happened. □ Fill in the Missing Person Profile, Form 2. □ Fill in the Incident History, Form 3. □ Identify the category of missing person(s); record on Form 2. □ Read the Lost Person Behavioral Statistics for that category. □ Carry out a Topography Analysis. Mark on map: Any known hazardous locations. Barriers to mark out the Initial Search Area (ISA). Likely trails or travel routes in the Initial Search Area. Any magnets in the Initial Search Area. Check, modify ISA boundaries against the LPB distance travelled data. □ List the resources currently available and their status on Form 4. □ Carry out an Urgency Analysis using Form 5, and respond accordingly.
Step #2	 Carry out a Scenario Analysis; record likely scenarios on Form 6. Identify the range of possibilities that might have caused the person(s) to become lost of overdue. Consider "worse case" scenarios. Identify highest risk scenarios. Consider the potential that this is a result of a criminal act; List suspicions. Conduct mental "risk assessment;" Identify safety concerns.
Step #3	 □ Write down your mission Goal on Form 7. □ Read the Lost Person Behavior (LPB) Statistics for this category of person. □ Record searching/confinement/investigation Objectives on Form 7. □ Break down each Objective into Tasks. □ Prioritize all of your Tasks and give each a Task Priority number on Form 7.
Step #4	☐ Establish what resources are needed to meet each Task for the 1st Op Period. ☐ Record them on the Resources Sheet, Form 4). Note ETA if en route.
Step #5	 Designate the Command Post, mark location on the incident map, and notify all personnel. Locate yourself there. Make yourself clearly identifiable as the Incident Commander. Appoint people to fill subordinate roles as required. Designate needed Base Camp, Staging Areas, Helispot, and other facilities. Mark their locations on the incident map. Assign resources to Tasks, starting with the Priority 1 Task. Record the tasked resources as "assigned" on the Resources Sheet on Form 4.
Step #6	 □ Brief and deploy available resources to priority Tasks in accordance with your plan. □ Assign arriving resources to Tasks after check-in. □ Continue with the investigation (on and off site). □ Maintain resource status. □ Prepare a written brief using Form 8A. □ Debrief resources on return and keep a written record on Form 8B. □ Start thinking about what you are going to do next. Read 'Continuing the Search – 1' and 'The Second Six Step Cycle'.

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Form # 1 First Notice Record	d Sheet							
Person Receiving Report:	eceiving Report: Date Received: Time Receive							
Name And Contact Information Of Informant:								
Report Received By (telephone, person, etc.):								
Name Of Missing Person If Known:								
Date And Time Last Seen:								
Circumstances Of Loss:								
Initial Planning Point (IPP) Point Last Seen (PLS) or	Last Known Point (L	KP):						
What Does Informant Think Happened:								
What Does Informant Want Done:								
Instructions To Informant:								

Form # 2 Missing Person Profile						
Name:	M or F:	Age:				
Address:						
Physical Description:						
Clothing Worn:						
Equipment Carried:						
Capability/ Health:						
Habita/ Habbiaa/ Interceta/ Likeli Activity						
Habits/ Hobbies/ Interests/ LikelyActivity:						
Previous Relevant History:						
Category:						

	rm#3 nt History				
Incident Name:	Operational Period #:				
Incident Commander:	Beginning Date/ Time:				
incident Commander.	Ending Date/ Time:				
Initial Planning Point (IPP):					
New IPP:	Reason:				
Initial Story/ Circumstances:					
Confirmed By:					
Assigned Eurotions					
Assigned Functions: Investigation:					
Family Liaison:					
PIO:					
Restat:					
Sitstat:					
Logistics:					
Staging Area Manager:					
Helispot Manager:					
Other:					
Further Developments:					

Form # 4 **Resources Sheet** Status: Enroute, Assigned, Available, Out Of Service Where From/ Available Resource **ETA** Until

		m # 5 lysis Checklist						
Name Of Incident: Date And Time								
Urgency Analysis D	one By:							
Question	Question Put a tick (checkmark) against the word or phrase which best represents the response to each question.							
How Many?	Solo Split Group	Not Known Any Other	Entire Group					
How Old?	All Or Mostly Young All Or Mostly Elderly	Not Known Any Other	All Adult					
Medical Condition?	Known Ill Or Injured	Not Known Any Other	Known Fit And Well					
Equipped For Terrain?	All Or Mostly III Equipped	Not Known Any Other	All Or Mostly Well Equipped					
Local Knowledge?	All Or Most With None	Not Known Any Other	All Or Most Familiar					
Experience Of This Type Of Terrain?	All Or Most With None	Not Known Any Other	All Or Most Familiar					
Terrain?	Contains Hazards Or Navigation Problems	Not Known Any Other	No Hazards Or Navigation Problems					
Weather?	Past And Present Bad Forecast Bad	Not Known Any Other	Past And Present Good Forecast Good					
Number Of Hits?	Any							
Urgency Rating?	Very High	High	Low					
Suggested Response?	Respond Immediately With High Priority	Respond Immediately And Get More Informa- tion	Prepare To Respond					

Form #6 **Scenario Analysis Record Sheet** Likelihood **Scenario Details** No. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

											L
	Period	Finish Time	Task Completed & Resource Debriefed								
	erational	Finis	signed								
Sé	First Operational Period	Start Time	Resource Assigned								
d Objective		σ	Task Priority								
Form # 7 Incident Action Plan - Mission Goal and Objectives			Task								
	Goal		Objective								

Form #8-A Briefing Checklist

Inf	ormation To Share With Searchers Prior To Deployment:
	Incident summary, including:
	Subject description, and lost subject profile;
	Actions to date;
	Clues found;
	• Terrain;
	• Weather;
	• Safety;
	• Press;
	• Family;
	Actions to take if subject found;
	Rescue and medical plans.
	Assignment.
	Type of subject to base tactics on (mobile/responsive, mobile/unresponsive, immobile/responsive, immobile/unresponsive).
	Transportation to and from assignment.
	Needed personal equipment.
	Needed team equipment.
	Team and base radio call signs.
	Radio frequency(s) and telephone numbers.
	Expected time of return.
	Where and to whom to report upon return, for debriefing.

Form # 8 - B Debriefing Checklist

Information To Obtain From Searchers Upon Their Return.
Note: Recommended information be documented in writing, and on incident map.
☐ Searchers present at debriefing.
□ What was assignment.
☐ Time began.
☐ What was actually accomplished.
☐ Time completed.
□ Location and status of any clues located.
☐ Search difficulties or gaps in coverage.
☐ Hazards observed in the area.
□ Communication problems.
☐ Suggestions, ideas, or recommendations for future actions.
Note: Update "Restat Function" as to searchers new status.